

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, November 6, 2018 6:00 p.m.**

**Selectboard:** Kurt Johnson and Pat Sabalis

**Town Staff:** Brian Bigelow

**Public:** Ruth Miller (MMCTV), Anton Kelsey, Ken Hall, Tim Clark, Mat Champlin

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. No additions to agenda.

**6:01 p.m. Public Comment Period.** Anton Kelsey, Underhill Recreation Committee (URC) in attendance to confirm next steps for a skating rink at Moore Park. URC will formalize proposal and submit with quotes. Staff to meet with insurance provider.

**6:07 p.m. Access Permit Ken Hall (BL004) Preliminary Application, 2-Lot Subdivision.** Applicant Ken Hall, Selectboard and Staff discussed application. Input from UJFD not available. Subdivision Review is scheduled with the Development Review Board on November 19, 2018.

Kurt Johnson moved to approve the Preliminary Application of Kenneth Hall for property at 4 Blakey Road subject to the following conditions:

- The driveways shall be built as shown on drawing(s) entitled Hall 2-Lot Subdivision, Sheets 1 - 3 dated 08/20/18, (Sheet #1 with a Revised date of 10/4/18) prepared by O’Leary-Burke Civil Associates, PLC. (Job #2018-02) and attached to this permit.
- Any change in alignment, grade, drainage, use or other features will require either administrative amendment or application to the Selectboard pursuant to the Underhill Road, Driveway and Trail Ordinance adopted February 3, 2015 (the “Road Ordinance”).
- The erosion prevention and sedimentation control practices set out on the drawings referenced above, shall be followed.
- Driveways shall be built according to State Agency of Transportation standard B-71 and all other applicable requirements of the Road Ordinance.
- The installation of a 15-foot by 37.5-foot turnaround on both Lot #2, which would satisfy the requirements of Section 6.4.C of the 2015 Road Ordinance, as well as conform to the standard recommendations made by the Underhill-Jericho Fire Department; and
- Ensure all turning radii satisfy the 35-foot requirement.

Pat Sabalis seconded and the motion passed 2-0.

**6:12 p.m. Old Business.**

**Sidewalk Plowing.** Tim Clark Enterprises’ (TCE) quote of \$2,975.00 reviewed by Selectboard, TCE and staff. Certificate of Insurance included. It was noted that the last two seasons have averaged 36 plowing occurrences. TCE will bill monthly.

Kurt Johnson moved to accept the quote of Tim Clark Enterprises in the amount of \$2,975 for the 2018-19 winter season. Pat Sabalis seconded and the motion passed 2-0.

**Finance Officer Position.** Selectboard and staff discussed the draft Job Advertisement, draft Job Description and interim coverage. Chair relayed his conversation with Amy Morse that she would be able to assist with journal entries and reconciliations until the position is filled. Her hourly wage at Jericho is \$25.50. Potential contract with Bill Hall through VLCT to perform audit and oversight functions discussed. The expectation is that these hours will decrease over time. Position to be advertised with a range of \$22.00 to \$28.00 per hour based on experience and qualifications and be posted after the Job Description is finalized.

Chair moved to retain Amy Morse to assist with finance functions for up to five hours per week at a hourly rate of \$25.50. Pat Sabalis seconded and the motion passed 2-0.

Chair moved to retain Bill Hall to assist with finance functions for two five days per week at a weekly total rate of \$1,166. Pat Sabalis seconded and the motion passed 2-0.

**Beartown Road Solar Array.** Selectboard and staff discussed recent submittals from Green Lantern Group (GLG). Submittals included: Option to Lease, Land Lease ('clean' copy and 'red line' copy), and a designation letter for the Beartown Gravel Pit as a 'Preferred Site'.

Chair moved that the Selectboard sign Option to Lease with Green Lantern Group for property at 97 Beartown Road the former Town Gravel Pit. Pat Sabalis seconded and the motion passed 2-0.

Chair moved that the Selectboard sign draft letter seeking to have 97 Beartown Road designated as a preferred site for a Solar Array. Pat Sabalis seconded and the motion passed 2-0.

**Insurance.** Pat Sabalis, Dwayne Norway, Scott Kilpeck, Jed Abair, Andrew Strmiste and Brian Bigelow discussed the plans with Larry Smith/VLCT at a meeting earlier in the day. Employees took the opportunity to ask questions about the proposed change in insurance coverage. Selectboard and staff discussed the VLCT quote to change the health insurance offered to Town employees from BC/BS Platinum to BRS Option B. BRS offers BC/BS products so coverage and providers are the same. BRS Option B is similar to BC/BS Gold coverage and the Town would continue to fund a HRA (Total \$22,000) to cover increased employee out of pocket expenses. Anticipated savings are approximately \$15,000 but would depend on usage. Recommendation includes moving the current HRA to Northern Benefits Strategies.

Chair moved that the Town provide BRS Option B with a HRA through Northern Benefits Strategies as the health insurance benefit to town employees for calendar year 2019. Pat Sabalis seconded and the motion passed 2-0.

#### **6:47 p.m. New Business.**

**Draft Underhill Jericho Fire Department Contract.** Underhill Jericho Fire Department (UJFD) Chief Mat Champlin and Tim Clark in attendance. Process underway to draft new contract between UJFD and the Towns of Underhill and Jericho. Meetings held with the Chairs of the Jericho and Underhill Selectboards, municipal staff and UJFD leadership resulted in a working draft contract. Draft contract being reviewed by the Selectboard. Additional meeting to be held followed by public meeting.

UJFD Chief Mat Champlin in attendance and asks that the contract process be as public a process as possible and that the Selectboard consider what is the problem that they are trying to solve. Additional observations included that while the current contract does need to be updated there are impositions in the draft that are not required locally as the draft started as a template from a different Town/Department relationship that had been problematic.

**6:50 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the October 30, 2018 Special Meeting and Public Informational Hearing of the Selectboard. Pat Sabalis seconded and the motion passed 2-0.

**7:01 p.m. Member Items, Correspondence, Announcements, Schedule.**

**Correspondence.** Selectboard acknowledged receipt of:

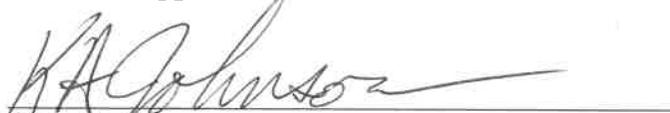
- Copy of November 1, 2018 letter of the Animal Control Officer related to dogs not under the control of their owner on Covey Road.
- Quote from TechGroup for license renewal and extended warranty on two work stations. Town Administrator to identify age of stations.
- Notice from Vermont Army Guard of future Wetlands Permit application at Camp Ethan Allen Training Site (CEATS). Town Administrator to follow application.

**Schedule.** Notice made that the next Regular Selectboard date is November 20, 2018 and that a Special Meetings would be held on November 27, 2018 with a start time to be determined instead of the previously announced Special Meeting on November 16, 2018.

**7:03 p.m. Adjournment.** On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
Kurt Johnson, Chair